

ATTACHMENT 1: SAMPLE OPERATIONS CONTRACTING QAE APPOINTMENT LETTER

DEPARTMENT OF THE AIR FORCE

50TH MISSION SUPPORT SQUADRON (AFSPC)

MEMORANDUM FOR 50 CONS/LGCB

7 Feb 95

FROM: 50 MSSQ/SV

SUBJECT: Quality Assurance Evaluator (QAE) Appointment

1. **Nomination:** TSgt Fred R. Flintstone, 50 MSS/SVXX, is hereby appointed as the Primary QAE, for Food Service Contract, FA2550-95-C-0001. His records have been reviewed IAW with AFMAN 64-108, Chapter 6, and is suitable for all QAE duties and responsibilities as follows:

a. **Availability/Retainability:** TSgt Flintstone has an ETS of 28 Feb 99, and does not have any pending assignment actions.

b. **Qualification/Justification:** Although TSgt Flintstone does not have prior technical experience in food service operation, he is fully versed on the contract performance requirements which are to be surveilled, and is fully qualified to monitor contractor compliance. He is the most qualified replacement available to perform primary QAE duties.

c. **Training:** On the job training is being accomplished by the current primary QAE, TSgt Bronto. Training areas as a minimum will include contract specifics, methods and procedures for surveillance, documentation, scheduling, and QASP/PWS preparation.

d. **Primary Duty:** TSgt Flintstone does not have and will not be given duties that will interfere with the QAE duties. QAE surveillance and associated contractual related duties have priority.

2. Upon appointment, please schedule TSgt Flintstone for initial QAE training with the QAEPC as soon as possible.

3. If you have questions, please call myself or MSgt Rubble at 7-XXXX.

Stanley D. Stonerock, GS-12, USAF
Functional Area Chief

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1st Ind, 50 LSS/LGCO, 7 Feb 95, Quality Assurance Evaluator (QAE) Appointment

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Concur / Nonconcur on the appointment of TSgt Fred R. Flintstone as the Primary QAE. Although overall responsibility for contract surveillance remains with the Functional Area Chief (FAC), the Primary QAE is responsible for all contract surveillance duties as delegated by the FAC. The CA will provide training on contract specifics, and provide the duties and responsibilities memorandum. The QAEPC will schedule initial QAE knowledge training upon receipt of this appointment.

Lucy Sartorius, GS-12, USAF
Operational Contracting Officer

cc:
50 CONS/LGCB